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**State of Wisconsin
Governor Scott Walker**

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Janice Peters, Director
Bureau of Working Families
Division of Family and Economic Security

DFES OPERATIONS MEMO					
No:	11-40				
DATE:	08/01/2011				
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>
W-2	<input checked="" type="checkbox"/>	FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
				EP	
PRIORITY: High					

SUBJECT: *Updates to Education and Training Provisions Under W-2*

CROSS REFERENCE: [Operations Memo 08-50](#)
[Operations Memo 11-18](#)

EFFECTIVE DATE: October 1, 2011

PURPOSE

The purpose of this memo is to:

1. Inform agencies about a change in W-2 policy regarding the hourly assignment of education and training activities for W-2 Transitions (W-2 T) and Community Service Job (CSJ) participants; and
2. Release an updated version of W-2 Manual, Chapter 8 Education and Training Provisions Under W-2.

BACKGROUND

The Wisconsin Biennial Budget for 2011-2013, 2011 Wisconsin Act 32, amended statutory language pertaining to the number of hours CSJ and W-2 T participants may be assigned to education and training activities. New provisions were added to the statutes that limits education and training activities to no more than 10 per week for a participant placed in a CSJ

and no more than 12 hours per week for a participant placed in a W-2 T. The statute continues to limit total assigned hours to no more than 40 hours per week. The changes take effect October 1, 2011 and are included in the new release of W-2 Manual, Chapter 8 Education and Training Provisions Under W-2.

Operations Memo 09-62, Hourly Participation Requirements for W-2 T and CSJ Placements, will be obsolete when the policy changes described in this memo become effective on October 1, 2011.

BIENNIAL BUDGET POLICY CHANGES

While the Biennial Budget statutory changes limit the assignment of education and training activities to 10 hours per week for CSJs and 12 hours per week for W-2 Ts, other provisions remain in state statute and in Departmental rule that allow more flexibility under certain circumstances. These include:

- When an 18- or 19-year old CSJ participant has not obtained a high school diploma or equivalent, the W-2 agency must allow the participant to decide whether to attend high school or to enroll in a course of study meeting the standards established under 115.29(4), Wis. Stats, in order to satisfy, in whole or in part, the required hours of participation in a CSJ;
- Agencies may aggregate education and training hours to enable a participant to engage in a education and training program that a participant can complete within a one-year period with participation in up to 516 hours of education and training activity; or
- Participants may attend a full-time technical college education program if they meet certain requirements.

FEPs must continue to follow the Educational Needs Assessment policy found in Section 5.3.1 of the W-2 Manual when determining if a participant could benefit from the assignment to education and training activities. If education and training activities are not assigned, the FEP may assign up to 40 hours of work activities.

POLICY UPDATES TO CHAPTER 8 W-2 EDUCATION AND TRAINING

The new release of W-2 Policy Manual, Chapter 8 W-2 Education and Training includes policy updates and clarifications to align with state statutes and current W-2 program expectations. Below is a summary of the policy updates that will be made to the chapter. These updates will be part of W-2 Manual Release 11-05.

8.2.0:

- Refers the reader to 5.3.1 for details on the educational needs assessment policy.

8.3.0:

- Adds more detail regarding the responsibilities of W-2 agencies to establish education and training opportunities for participants. This language aligns with current state statutes.

8.3.1:

- Adds more detail regarding education and training opportunities that are available to individuals in CMF, CMU and Trial Job placements. This language aligns with current state statutes.

8.3.2:

- Adds an overview of the four different ways in which education and training activities may be assigned to a CSJ and W-2 T participant.
- Adds language regarding participants' option to pursue other types of education and training outside of participation in the W-2 program.

8.3.2.2:

- Revises policy to align with statutes regarding the assignment of up to 10 hours per week of education and training for individuals placed in a CSJ and up to 12 hours per week of education and training for individuals placed in a W-2 T.
- Corrects language to allow study time to be counted as part of the assignment of education and training activities. This policy was originally released in Operations Memo 08-50.

8.3.2.3:

- Corrects language to allow study time to be counted as part of the assignment of aggregated education and training activities. This policy was originally released in Operations Memo 08-50.

8.3.2.4:

- Corrects language regarding requirements for participating in a full-time technical college education program to reflect policy changes released in Operations Memo 11-18.
- Updates and removes some language regarding participation in a full-time technical college education program to better align with state statutes.
- Eliminates subsections that are no longer relevant.

8.4:

- Deletes language that is duplicative of 8.3.2.

FORMS AND PUBLICATIONS UPDATES

One form and one publication will be updated effective October 1, 2011, to reflect the education and training policy changes. These are:

- W-2 Rights and Responsibilities publication (398); and
- W-2 Participation Agreement form (10755).

AGENCY ACTION REQUIRED

1. W-2 agencies must discuss the policy updates included in Chapter 8 with staff and update any relevant local agency procedures.
2. No later than September 30, 2011, W-2 agencies must review all CSJ and W-2 T placements to ensure that individuals who are assigned to education and training activities meet the updated policy criteria under Section 8.3.2 of the W-2 Manual.

The 740Q WEBI report, W-2 Placement & Activities Detail Report, can assist agencies in their review of W-2 T and CSJ placements.

ATTACHMENTS

Wisconsin Works Manual, Chapter 8 Education and Training Provisions Under W-2
(with track changes)

Wisconsin Works Manual, Chapter 8 Education and Training Provisions Under W-2
(with all revisions accepted)

CONTACTS

For Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For CARES Processing Questions: W-2 Help Desk

Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, *Other EP – Other Employment Programs.

DCF/DFES/BWF/HH